



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240



NOV 29 1991

PERSONNEL MANAGEMENT LETTER No. 91-12 (311) (511)

Subject: Personnel Actions Requiring Departmental Approval

I. PURPOSE:

The purpose of this Personnel Management Letter is to provide interim updated guidelines regarding the submission of personnel action cases for prior Departmental review and approval under the provisions of 370 DM 311 and 370 DM 511. The existing procedures are hereby modified to include new requirements for: (1) Departmental approval of bureau recruitment plans prior to advertisement of vacant positions covered by 370 DM 311/511 (consistent with currently established requirements for filling SES positions — 370 DM 920); and (2) submission of specific statistical data along with cases submitted for approval of bureau selections to fill such positions.

The following is a summary of personnel actions requiring Departmental approval prior to finalization:

II. DEFINITIONS:

A. Positions meeting the criteria listed below are designated key positions in 370 DM 311. Appointments or details to or from these key positions, including reemployment of annuitants, require prior Secretarial approval and clearance of the appropriate program Assistant Secretary. (Personnel actions taken by the Inspector General are excluded.)

1. Senior Executive Service (SES) positions.
2. Senior-level positions.
3. Scientific and professional positions (5 U.S.C. 3104).
4. Administrative Law Judge positions paid under (5 U.S.C. 5372).
5. Boards of contract appeals members (5 U.S.C. 5272a).
6. GS/GM-15's and above reporting to a bureau Director, Deputy or Associate Director or the equivalent.
7. All Schedule C's.
8. Consultants and experts covered by 370 DM 304.
9. Officials assigned to foreign countries or international organizations for four months or more, and the employee occupies a key position, or the position is classified at GS-15 or above.

key →
positions

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key position
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INQUIRIES: Myrtle E. Clark, Division of Staffing, Classification and Executive Resources Management, Telephone (202) 208-4231, Room 5023, Mail Stop 5203

- B. Appointments, promotions, reassignments, demotions and details to or from GS/GM-15 program and administrative management positions in the following functional areas require prior approval of the Assistant Secretary - Policy, Management and Budget, and clearance of the appropriate program Assistant Secretary. The Office of Personnel (PPM) staff secures the surnames of appropriate Departmental management officials.
1. Budget Administration
 2. Policy Analysis
 3. Environmental Analysis
 4. Financial Management
 5. Safety Management
 6. Management and Program Analysis
 7. Real and Personal Property Management
 8. Contracting, Procurement and Grants Management
 9. Paperwork/Records Management
 10. Computer and Telecommunications Management
 11. General Administration (Administrative Officer)
- C. Appointments or changes involving the principal Equal Employment/Human Resources Manager, Personnel Officer and Public Affairs Officer positions require advance approval of the respective Departmental program officials, i.e., the Director, Office for Equal Opportunity, the Director, Office of Personnel and, the Director, Office of Public Affairs. *470.DM1 requires all public affairs positions to be precleared.*
- D. Personnel actions involving the following categories of positions require prior approval of Departmental program officials as indicated:
1. Appointments to approved GS-511-15 Auditor and GS-1810/1811-15 Investigator positions must have the advance approval of the Inspector General.
 2. Prior approval of the Solicitor is required to fill legal and para-legal positions (GS-900 group), or positions classified in other series but involve the provision of legal advice or services by law school graduates.
 3. The Director, Office of Congressional and Legislative Affairs must approve personnel actions pertaining to all positions involving congressional liaison and legislative affairs activities. This includes the establishment and cancellation of positions, appointments, promotions, reassignments, details, and separations initiated by management.
- E. The Assistant Secretary - Policy, Management and Budget approves proposed appointments to GS-11 secretarial, confidential assistant, personal assistant, executive assistant, research assistant, and similar positions reporting to a Bureau or Service Director or the equivalent.

III. APPROVAL PROCEDURES

A. Recruitment:

As has been established by Personnel Management Bulletin No. 91-140 (311), in conjunction with the Secretary's Human Resources Initiatives, recruitment plans to competitively fill positions covered by 370 DM 311/511 will be submitted for Departmental review and approval prior to advertising vacancies. Prerecruitment submissions should include: (1) the vacancy announcement; (2) a crediting plan; (3) a list of recruitment sources; and (4) a description of any special outreach efforts being made.

Requests for approval to recruit should be forwarded to the ~~Deputy Assistant Secretary for Human Resources~~ through (1) the appropriate program Assistant Secretary; and (2) the Director, Office of Personnel (PPM).

*per Donna Waters
2/3/93*

B. Selections:

Bureau requests for Departmental and Executive Resources Board approval of candidates competitively selected for positions covered by 370 DM 311/511 should contain: (1) the approved position description; (2) the selectee's personal background resume; (3) the selection certificate; (4) the SF-171's of the referred candidates; (5) panel ratings; and (6) statistical data as to -- the total number of applicants for the vacancy, the number of minorities, women and disabled, and the number of candidates in each category referred on the selection certificate.

Selection approval cases should be forwarded to the Assistant Secretary - Policy, Management and Budget through: (1) the appropriate program Assistant Secretary; (2) the Director of Personnel; and (3) ~~the Deputy Assistant Secretary for Human Resources~~.

*per Donna Waters
2/3/93*

C. Evaluation/Classification:

The Office of the Assistant Secretary for Policy, Management and Budget is responsible for the development and control of position classification throughout the Department. The Office of Personnel (PPM) staff evaluates the following positions and submits classification recommendations to the Executive Resources Board, the Office of Personnel Management (OPM) or other appropriate authorities:

1. Senior-level (SL) positions.
2. Scientific and professional (ST) positions (5 U.S.C. 3104).
3. Hearing Examiners

The Office of Personnel (PPM) classifies all GS and GM positions covered by 370 DM 311/511.

Bureau requests for Executive Resources Board approval and Departmental classification clearances of GS/GM positions should be submitted to the Director, Office of Personnel, through the appropriate program Assistant Secretary. Cases submitted for classification approval in the Office of Personnel should include the following documents:

1. The original and one copy of the position description; two additional copies for Schedule C positions.
2. A comprehensive evaluation statement.
3. An organization/position chart showing the relationships between the proposed position and others in the immediate or associated organization.

The above information will be incorporated in the appropriate updated Departmental Manual Chapters.



Morris A. Simms
Director of Personnel